

2011

# Southern Adventist University Undergrad Handbook and Planner 2011-2012

Southern Adventist University

Follow this and additional works at: [https://knowledge.e.southern.edu/student\\_handbook](https://knowledge.e.southern.edu/student_handbook)



Part of the [Curriculum and Instruction Commons](#)

---

## Recommended Citation

Southern Adventist University, "Southern Adventist University Undergrad Handbook and Planner 2011-2012" (2011). *Student Handbooks, Undergraduate*. 32.

[https://knowledge.e.southern.edu/student\\_handbook/32](https://knowledge.e.southern.edu/student_handbook/32)

This Book is brought to you for free and open access by the University Archives & Publications at KnowledgeExchange@Southern. It has been accepted for inclusion in Student Handbooks, Undergraduate by an authorized administrator of KnowledgeExchange@Southern. For more information, please contact [jspears@southern.edu](mailto:jspears@southern.edu).

2012  
2011

# UNDERGRAD HANDBOOK AND PLANNER



**SOUTHERN**  
ADVENTIST UNIVERSITY

Power for Mind & Soul



# STUDENT HANDBOOK

2 0 1 1 - 2 0 1 2

**STUDENTS** are expected to know and follow the policies

appearing in this handbook. The information presented

is a statement of the student-life policies of Southern

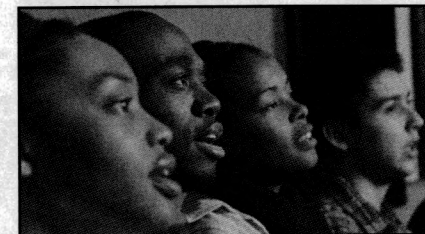
Adventist University at the time of printing. Southern

reserves the right to change policies without prior no-

tice. Student Services or a residence hall dean may be

contacted for further information on particular items.

## SERVICES



### ACCESS

**southern.edu/access**

All Southern students and staff have an account on Access, Southern's campus information service. Once logged on, students can access:

- campus calendars
- campus bulletin boards
- class schedules
- daily weather report
- email
- financial records
- grades
- important links
- online class information
- worship and Convocation attendance records

### ATHLETICS

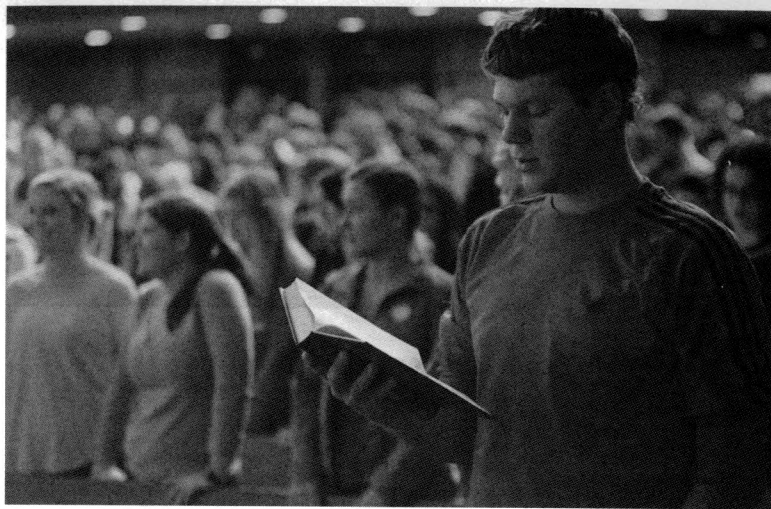
See *Athletics* in the Policies and Procedures section.

### AUDIO VISUAL

**Campus Services Building, 236.2411, [southern.edu/audiovisual](http://southern.edu/audiovisual)**

The department supports AV technology in all classrooms and assists the SA and Student Services with special events and programs. Call or email to arrange for sound, video, and lighting services.





#### **BOOKSTORE/CAMPUS SHOP**

**Fleming Plaza, 236.2152, [saucampusshop.com](http://saucampusshop.com)**

The Campus Shop sells course materials, supplies, imprinted merchandise, cards, and gifts. The campus card may be used to charge these items to the student's account. Cash and credit cards are also accepted forms of payment. Textbooks may be returned for credit during the first seven days after classes begin for fall and winter semesters or within the first two days of a summer class. The original receipt will be required in order to receive credit.

Used textbooks may be sold to the designated buyer at the Campus Shop during exam week at the end of each semester and summer session as well as other posted dates in the school calendar. Textbook buyers must be designated by the Campus Shop to function on campus. Students must show their campus card when selling books as part of the system to identify and locate books that have been reported lost or stolen. Anyone attempting to sell stolen books will be disciplined by the university.

#### **CALLING CARDS**

**Campus Card Desk, Wright Hall, 236.2707**

Prepaid calling cards are sold at the Campus Card desk.

#### **CAMPUS SAFETY**

**Campus Services, 5061 Industrial Drive, 423.236.2100, [southern.edu/campussafety](http://southern.edu/campussafety), [campussafety@southern.edu](mailto:campussafety@southern.edu)**

Campus Safety is available to help students 24 hours a day, seven days a week. Services provided include: patrol, life safety and crime investigation, building access, vehicle registration and parking enforcement, safety escorts, and motorist assists. All city, state, and federal laws apply on campus.

#### **CAMPUS TALK**

**[southern.edu/campustalk](http://southern.edu/campustalk)**

Campus Talk is an online bulletin board where students and staff can post and read classified ads, upcoming events, and suggestions for improving the university. Students can receive email alerts directly to their Southern email accounts by going to a selected bulletin board and clicking "Email Alerts."

#### **CHAPLAIN'S OFFICE, CAMPUS MINISTRIES**

**Student Center, 236.2787, [southern.edu/chaplain](http://southern.edu/chaplain)**

The Chaplain's Office/Campus Ministries department is here to support the spiritual needs of students. Chaplains and student ministry leaders are available for prayer, Bible study, pastoral care, and pre-marital counseling. Spiritual questions are welcome.

Over 40 student-led and organized ministries are offered on and off campus. Students are encouraged to both participate in existing ministries and to create new ones. Current ministries on campus include: vespers, life groups, Afterglow, Blood Assurance, InTents, Student Week of Prayer, and Renewal worship service (Collegedale Church). Current ministries off-campus (Chattanooga area) include: Westside 4 Jesus, Flag Camp, Advent Home, Hungry 4 Jesus, Patten Towers, Chattanooga 4 Christ, Preach the Word, and God Is Our Song. Performing locally and throughout the Southeast, the Destiny Drama Company is a creative troupe of student actors who use Christian drama to portray the love of Jesus. The Student Missions program supports more than 90 students per year who choose to serve 9-12 month terms at various positions throughout the world.

#### **COMPLAINTS**

Written student complaints should be referred to Student Services, where, they will be addressed by the vice president for Student Services, director of Student Life and Activities, or the Student Services Committee.

#### **COUNSELING AND TESTING SERVICES**

**Student Success Center, Lynn Wood Hall, 3rd Floor, 236.2782, [southern.edu/successcenter](http://southern.edu/successcenter)**

Various resources to help students adjust to university life are available. Personal and career counseling, consultation, testing, advisement for international students, and referral services are provided in a confidential, caring environment.

**Counseling Services.** Appointments are free to all currently enrolled students and made through the office manager. Referral services to professionals in the community are also available. Communication between counselors and students is confidential and privileged as defined by Tennessee law.

**Testing Services.** Counseling and Testing Services coordinates and administers testing and assessment programs that include



national admission and certification tests, institutional assessment programs, individual diagnostic screening assessments, and career assessments. Southern is an established non-Saturday National Test Center for the administration of entrance examinations for students applying to graduate and professional programs.

**Career Services.** Professional counselors are available to help students: clarify interests, values, and skills; choose an academic major; make decisions and explore potential careers; and develop skills in job seeking.

**First Year Experience.** FYE services assist new university students in achieving a fulfilling and balanced university experience. A new student orientation program is designed to orient all new students and their parents to the demands and expectations of living and studying on a university campus. The Southern Connections course provides students with tools for managing the challenges and opportunities faced on their university journey.

**International Student Advising.** Specialized services assist international students with navigating the rules and regulations related to immigration as well as the nuances of attending college as an international student.

**DISABILITY SUPPORT SERVICES (DSS)**  
**Lynn Wood Hall, Lower Level 236.2574,**  
**southern.edu/disabilitysupport**

See the *Disabilities* heading in the Policies and Procedures section.

**ECLASS SUPPORT**

**Southern Online Campus Building, 236.2086, [eclasshelp@southern.edu](mailto:eclasshelp@southern.edu)**

The Academic Technology office supports students with technical issues related to using Eclass, Southern's Learning Management System. Students may contact the Eclass Help Desk by telephone, email, or walk-in. The Eclass Help Desk also provides technical support to students using Turnitin, the originality checking (anti-plagiarism) application used on campus.

**EMAIL/USER ACCOUNT**

To create a Southern email account, go to [southern.edu](http://southern.edu) and click "Current Students." Click "Create Account," and then enter your six-digit student ID number. If you do not know your number, contact the Campus Card Desk at 236.2707.



**EMERGENCY NOTIFICATION SYSTEM**

**southern.edu/notify**

Because safety is a priority, Southern uses a multipronged approach to communicate with students and employees during an emergency. Be aware that there may be certain circumstances in which electronic communication cannot be relied upon. Southern uses an external notification system to send text or voice messages in the event of an emergency on campus. Students sign up for emergency notification and provide the phone number for alerts. It is the student's responsibility to go back to the site and update phone number and/or carrier changes. All telephone numbers provided will be kept confidential. The system is used only for conveying emergency notifications and testing the system.

**EMPLOYMENT RECRUITING**

**Career Services, Lynn Wood Hall, 3rd Floor, 236.2782,**  
**southern.edu/careers**

Potential employers are invited to campus to interview students. Structured programs are scheduled for recruiting students for summer jobs, internships, and full-time employment. Organizations wishing to appear on campus should direct inquiries to the Career Services coordinator.

**ENROLLMENT SERVICES**

See the *Student Finance* heading in the Policies and Procedure section.

**EVENSONG**

Evensong is a worship service held each Sabbath in the church, beginning about 20 minutes before sundown. Residence hall students receive worship credit for attending.

**FOOD SERVICES (DINING HALL)**

**Wright Hall, 3rd Floor, 236.2708, [southern.edu/food](http://southern.edu/food)**

Three nutritious meals are served daily in the dining hall. Students may use their Campus Cards to charge meals on their monthly statements. You must have your Campus Card with you in order to charge. Cash is also accepted for payment. Students who steal, throw food, or deface or destroy anything in the dining hall are subject to a \$100 or more fine and are subject to discipline.

The Campus Kitchen in Fleming Plaza, The Kayak in the Hulsey Wellness Center, and KR's Place in the student center provide fast food items and are operated by Food Services. These three eateries are closed during summer. There are also vending machines in both residence halls, the student center, and Florida Hospital Hall that provide drinks, sandwiches, and snacks.

Special luncheons and banquets for groups may be arranged with the director of Food Services at least two weeks in advance. Food Services is usually closed on Thanksgiving Day, Christmas Day, New Year's Day, and the week during Christmas vacation during which the residence halls are closed.

## GRADUATE STUDIES

**Wright Hall, 236.2694, [southern.edu/graduatestudies](http://southern.edu/graduatestudies)**

Graduate Studies processes all applications for students seeking admission into graduate studies. Students seeking to attend classes as degree or non-degree admission status must submit an application along with the required supporting documentation. When an applicant's file is complete, it is forwarded to the appropriate school for acceptance.

## GRADUATION

**Academic Administration, Wright Hall, 236.2805**

Graduation is coordinated by Academic Administration. Announcements and regalia are ordered online at [cbgrad.com](http://cbgrad.com). Deadlines for ordering are printed in the calendar.

## LEARNING SUPPORT SERVICES

**Student Success Center, Lynn Wood Hall, Lower Level, 236.2838, [southern.edu/learningsupport](http://southern.edu/learningsupport)**

Learning Support Services provides assistance in academic survival skills for students to implement throughout college.

## LIBRARIES

**236.2788, [southern.edu/library](http://southern.edu/library)**

To provide outstanding assistance for both residential and distance education students, McKee Library offers a wide range of resources and services both online and on site.

The [southern.edu/library](http://southern.edu/library) website provides access to an array of full-text databases, indexes, e-books, peer-reviewed journals, serials, and digitized materials. Patrons utilize the library website to find books, submit interlibrary loan requests, schedule consultations with librarians, reserve study rooms, renew loans, view tutorials and floor plans, access e-reserve items, and make use of the Ask-a-Librarian feature to get research advice.

When visiting the newly remodeled library facility, students can benefit from one of fifty computer workstations, borrow one of twenty wireless-enabled laptops, use an iPad or Kindle, have a group study session in one of the study rooms, attend an information literacy session, get help at the Writing Center on the lower level, examine the Civil War and Mark Twain collections housed on the third floor, study, read newspapers, or enjoy an art display.

While on campus, users can also visit the Teaching Materials Center—an educational curriculum collection in Herin Hall—to explore elementary and secondary curriculum materials and teaching guides and to make use of Ellison dies, laminators, and other resources. In addition, users can visit the William G. Dever Research Library, our new archaeology library that houses a premier collection of archaeological resources, and the music collection, located in the School of Music. Professional librarians and staff are available to help with individual and group reference and instruction.

## MISSION OPPORTUNITIES

**Chaplain's Office, Student Center, 236.2786, [southern.edu/studentmissions](http://southern.edu/studentmissions)**

Information on student missionary and taskforce opportunities is available in the Chaplain's Office.

## SEXUAL ASSAULT AND HARASSMENT

Southern offers support for any student subject to sexual assault harassment. Assault is a crime and should be reported to one or more of the following immediately:

1. Local law enforcement, 911
2. Campus Safety, 236.2100
3. Residence hall deans

If you are a victim of sexual assault:

1. Go to a safe place.
2. Report the assault to local law enforcement, Campus Safety, or residence hall deans.
3. Do not shower or change clothing, as this may destroy vital evidence.
4. Call a close friend who can come to your location and offer you support.

The following university and local resources are available:

1. Campus Safety, 236.2100
2. University Health Services, 236.2713
3. Counseling and Testing Services, 236.2782
4. Chaplain's Office, 236.2786
5. Director of Student Life and Activities, 236.2484
6. Sexual Assault Crisis Center, 755.2700

## STUDENT ASSOCIATION (SA)

**Student Center, 236.2723, [southern.edu/sa](http://southern.edu/sa)**

The SA is an organization for the undergraduate student body and provides opportunity for leadership training. SA officers are responsible for planning specific student activities on campus and for acting as a voice for the student body. The officers are elected and appointed each spring to serve the following school year.

Under the authority of the Student Media Board, publications of the Student Association include the *Joker*, a pictorial directory of students and staff; the *Southern Accent*, the campus newspaper; *Southern Memories*, the yearbook; and Strawberry Festival, end of the year pictorial show. The role of the Student Media Board is detailed in the Student Media Policy, which is on file in Student Services.

Undergraduate students enrolled for a minimum of eight semester hours are members of the SA and are eligible to receive the various services provided by the SA.

## **STUDENT ASSOCIATION SENATE**

The legislative body of the Student Association is the SA Senate, which is elected by the members of the SA.

## **STUDENT CENTER**

**Off K.R. Davis Promenade, 236.2611**

The following are located in the student center: KR's Place (snack shop), a game room, prayer room, Student Association offices, Chaplain's Office, Campus Ministries, Student Services, and Student Life and Activities.

Two television sets are in the student center broadcasting CNN in the amphitheater and sports in the game room.

## **STUDENT EMPLOYMENT**

**Human Resources, Wright Hall, 236.2276, [southern.edu/hr](http://southern.edu/hr)**

Students are encouraged to obtain part-time employment in the university's industries, services, or academic departments in order to help pay school expenses. Students are expected to be punctual and to maintain their work schedule during the entire semester, including examination week. To be absent from work appointments without cause or previous arrangement or without notification in the case of illness is sufficient reason for discharge. Students may apply as volunteers for the fire department, ambulance service, or the police reserves if they maintain a cumulative grade point average of at least 2.00.

## **STUDENT FINANCE**

**Wright Hall, 236.2835, [southern.edu/finances](http://southern.edu/finances)**

Enrollment Services (Student Finance) advises students about the availability of grants, scholarships, and loans from private and government sources, and it also manages student accounts.

Most financial aid is awarded based on need, so students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) by going to [fafsa.ed.gov](http://fafsa.ed.gov).

Enrollment Services (Student Finance) processes financial aid information and sends an award letter notifying students of their eligibility. Once the aid is accepted and the student enrolls at Southern, the financial aid is credited to the student's account.

Students are encouraged to work with a student finance counselor to develop a financial budget to cover any remaining amount owed. Except for accounts paid in advance, students and parents are billed monthly. Bills must be paid by the due date in order to continue enrollment at Southern and in order to continue receiving government or university financial assistance. Students or parents should contact Enrollment Services (Student Finance) if their financial situation changes.

A student convicted in a court of law of a drug violation may lose eligibility for federal financial aid. Enrollment Services (Student Finance) will explain to any affected student the requirements for regaining eligibility for federal financial aid.

## **STUDENT LIFE AND ACTIVITIES**

**Student Center, 236.2484, [southern.edu/activities](http://southern.edu/activities)**

A wide variety of social programming is coordinated through Student Life and Activities including Saturday night activities, Student Association events, special programs, Christmas on the Promenade, Cookies on the Promenade, etc. The director of Student Life and Activities collaborates with more than 50 student organizations to provide additional social opportunities.

The director of Student Life and Activities serves as a special advocate for student interests/challenges and coordinates a food-assistance program for student families.

## **STUDENT MISSIONS**

**Chaplain's Office, Student Center, 236.2786, [southern.edu/studentmissions](http://southern.edu/studentmissions)**

Currently, more than 100 student missionaries are serving for 9-12 months all over the globe. International and national opportunities are offered. It is our goal to send out 10 percent of the student body in a dedicated year of service. Many returned students speak of the strong spiritual impact the year of student missions has had on their lives.

## **STUDENT RECORDS ACCESS**

**Wright Hall, 236.2895**

Southern is committed to meeting all Family Education Rights to Privacy Act (FERPA) requirements. Students have the right to inspect and review official records, files, and data directly related to them kept by any unit of the university. This request should be made in writing to the administrator responsible for the record. Requests are to be processed within five days from the date the request has been filed. The Act stipulates a reasonable fee may be charged if copies of the material in the file are desired. See *Student Records* policy in the Policies and Procedures section for more information.

## **STUDENT SERVICES**

**Student Center, 236.2814**

Student Services consists of Chaplain's Office, Campus Ministries, Student Success Center (Counseling and Testing Services and Learning Success Services), residence halls, and Student Life and Activities.

The vice president for Student Services provides administrative leadership, support, and direction for all matters related to student services and student life, and is a member of the President's Cabinet.

## **STUDENT WELLNESS**

**Student Center, Chaplain's Office, 236.2787**

The Student Wellness program is designed to help improve the quality of life for people on our campus and in our community. Student leaders plan, implement, and evaluate programs that promote better living. Student Wellness assists students in pursuing a wholistic, temperate lifestyle full of purpose and satisfaction. This is accomplished through



encouraging changes that create a balanced life spiritually, socially, environmentally, physically, intellectually, emotionally, vocationally, and financially.

Some of the activities sponsored by Student Wellness include a yearly Student Wellness Week that brings speakers on campus; worship services that promote wellness; the Blood Assurance program; positive social activities; after-vespers social gatherings; blood pressure and body composition assessments; and exercise and nutrition programs.

#### **TECHNOLOGY ON CAMPUS**

**Information Services, Wright Hall, 236.2712, [southern.edu/online](http://southern.edu/online)**

More than a dozen computer labs (Mac and PC) and email stations are available on campus for students. Southern provides wireless Internet access from almost everywhere on campus. Several undergraduate general education classes are offered online, and all classes have an on-line component called Eclass where professors may post syllabi, online quizzes, grades, recorded lectures, and other resources.

#### **TRANSPORTATION SERVICES**

**Park Lane, 236.2716, [southern.edu/transportation](http://southern.edu/transportation)**

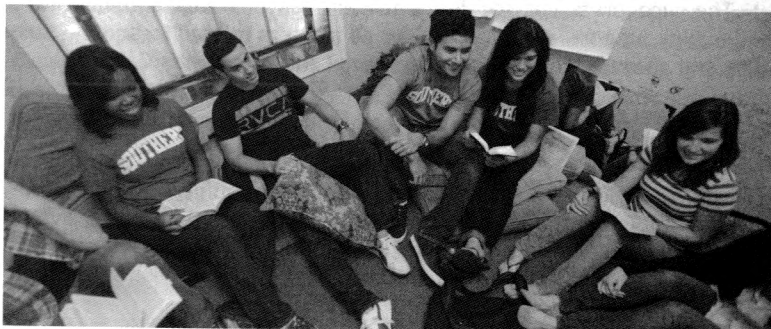
Students needing local transportation (for something such as a medical appointment) may contact Transportation Services for availability. Serves are offered from 8 a.m. to 5 p.m. Monday through Thursday.

Transportation is available to and from campus to Chattanooga airport and Groome Transportation before and after breaks. Make reservations by calling 236.2716 one week prior to departures. This service is free of charge.

#### **UNIVERSITY HEALTH CENTER**

**4687 University Drive, 236.2713, [southern.edu/universityhealth](http://southern.edu/universityhealth)**

The University Health Center (UHC) is under the supervision of a physician. A nurse practitioner/physician assistant works regular office hours, and the physician will see students at the UHC at pre-arranged times. Registered nurses also work regular office hours. A registered nurse is on-call evenings, nights, and weekends for emergencies of all single students living in the residence halls and Southern Village apartments. There is no on-call service scheduled during the summer months.



The UHC provides medical services for primary and acute/sub-acute conditions, illnesses, and injuries rather than comprehensive medical care for major problems. Chronic health conditions may be managed by the student's primary care physician, and the UHC will work closely with the primary care physician while the student is at Southern. The UHC is available to make referrals to area health care providers. The UHC is open to all current students of Southern and dependents, ages 10 and above, if they are covered by the university student health insurance.

The UHC is located at 4687 University Drive on the right just past the student apartments. For after-hours care (evenings, nights, weekends):

1. Check the Student's Self-Care website ([southern.edu/universityhealth/Documents/studentselfcareguide.pdf](http://southern.edu/universityhealth/Documents/studentselfcareguide.pdf)) first for your particular problem and follow guidelines.
2. To page the on-call nurse, call Campus Safety (236.2100), an RA, residence hall dean, or residence hall front desk worker (Talge at 236.2994, Thatcher at 236.2904, Thatcher South at 236.2910).
3. Call any time for emergencies, such as severe pain, fractures, moderate to severe bleeding, cuts that need suturing, red streaks from an infection, head or facial injury, allergic reactions, asthma attacks, seizures, etc.
4. There is no on-call nurse during summer hours. Erlanger East Urgent Care on Gunbarrel Road is open daily from 9 a.m. to 8 p.m.
5. Area hospitals have emergency room services available 24 hours a day, 7 days a week.

**Medical Costs:** All charges for students incurred at the UHC will be charged to the student's account. The UHC will submit claims for students using Southern's student insurance. The UHC DOES NOT handle direct billing with private insurance companies. Students are responsible for submitting their own claims or to send bills home to be submitted to their insurance company on their behalf by the parent/guardian. A walk-out statement summarizing fees for services provided is available upon request.

Medical information is strictly confidential and may be released only with the written permission of the student. The medical record is not accessible to anyone other than the professional staff of the UHC.

The UHC retains medical records for 10 years after a student's last attendance at the university. Immunization records are kept indefinitely. To request copies of medical and/or immunization records, please submit a written request with name, years of attendance, student ID number, and what records are needed (please be specific). Include a fax number or a mailing address and to whose attention these records will be sent. A signature is required on the request.

The UHC does NOT give out excuses for classes a student may miss while being seen. However, the teacher may call the UHC, and if the student has signed a release form, the staff will affirm or deny that the

student was at the UHC. The medical condition of the student will not be given out due to HIPAA (Health Insurance Portability and Accountability Act).

## VESPERS

[southern.edu/vespers](http://southern.edu/vespers)

Each Friday evening while school is in session, a vespers program is organized from the Chaplain's Office and Campus Ministries. The program is usually held in the Collegedale Church but may convene at different locations throughout the year. Vespers is a special time when the university family gathers together in one place to sing, share, pray, and worship. The vespers service, while offering a variety of programs, remains a consistently anticipated spiritual event on campus. Vespers is streamed online every Friday. Visit [southern.edu/streaming](http://southern.edu/streaming).

## WRITING CENTER

**McKee Library, Lower Level, 236.2384, [southern.edu/writingcenter](http://southern.edu/writingcenter)**

The Writing Center offers free writing assistance for any assignment in any class. The tutors help students develop the skills needed to become a confident, competent writer. Undergraduate students may sign up for one 30-minute, one-on-one session per day. Walk-ins are accepted based on availability in the schedule.

Students may seek assistance at any stage of the writing process—from brainstorming to the final draft. Writing Center tutors are trained to help with essay writing, research papers, documentation, résumés, and grammar.

To best use our services, students should:

- Arrive on time to the appointment.
- Bring a copy of the assignment.
- Be ready to ask specific questions.
- Plan ahead by making the appointment several days before the assignment is due. This allows for time to make revisions and return to the Writing Center with another draft, if desired.
- Have reasonable expectations. While you may want an A on your paper, the goal of the Writing Center is to help you progress as a writer.



# POLICIES AND PROCEDURES



## ACADEMIC POLICIES

Students should familiarize themselves with their particular programs of study as outlined in the *Undergraduate Catalog*.

## ALCOHOL, TOBACCO AND ILLICIT DRUG USE

Southern strives to maintain a safe and healthful environment for its students and employees. One way the university does this is by enforcing a drug-free lifestyle for employees and students. Therefore, manufacturing, distributing, possessing, and using tobacco, alcohol, and illicit drugs is strictly prohibited. This restriction includes the serving of alcohol, a fact which should be taken into consideration when seeking employment.

Illicit drugs include opium derivatives, hallucinogens (such as marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs prohibited by law. This definition does not include lawfully prescribed drugs that are being taken under a physician's direction.

By enrolling at Southern, all students agree to submit to drug testing. If the vice president for Student Services and a residence hall dean has reasonable suspicion or evidence of drug use, he or she may require a student to submit to chemical screening. The student is obligated to pay the expenses of the C.A.D.A.S. assessment and any mandated screening. Students and employees who violate this policy can expect disciplinary action—up to and including immediate discharge for an

employee and permanent dismissal for a student. In addition, all employees and students are subject to applicable federal, state, and local laws. A student convicted in a court of law of a drug violation may lose eligibility for federal financial aid.

Further information can be obtained from the *Substance Abuse Policy* booklet available in the Student Services office.

### **ASSAULT**

Assault of any kind is not tolerated. Students involved in assaulting behaviors and actions are subject to disciplinary actions and legal proceedings if charges are filed. See *Sexual Assault and Harassment* in the Services section for more information.

### **ATHLETICS**

**southern.edu/intramurals**

Southern provides organized sports activities through the intramural program administered by the School of Physical Education, Health, and Wellness. The program is committed to excellence and offers activities that foster a positive, safe, and active social and moral environment. The goal of the intramural recreation program is to provide a wide variety of positive experiences for as many students as possible.

Participation in intramurals is open to:

1. Undergraduate students (enrolled on campus for more than 6 credit hours) and spouses.
2. Graduate students (enrolled on campus for more than 3 credit hours) and spouses.
3. Full-time employees of Southern and spouses.
4. Full-time employees of the Greater Collegedale School System and Collegedale Church and spouses.

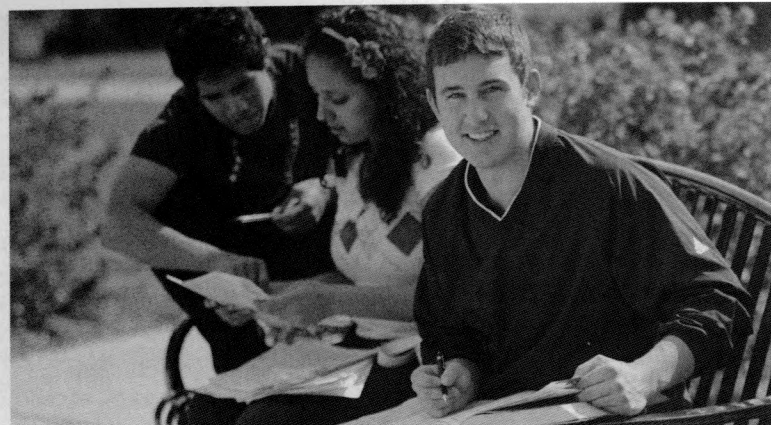
In order to protect the physical well-being of students and the liability of the university, Southern prohibits participation in sports with excessive physical contact, such as tackle football.

Southern does not sponsor or participate in athletic competition with other educational institutions or churches.

### **AUTOMOBILES AND MOTORCYCLES**

**southern.edu/campusafety**

Operating a motorized vehicle on university property is a privilege, not a right. Automobiles, motorcycles, and other motorized vehicles driven or parked on university property by current students must be registered with the university and be in compliance with the university vehicle code. Vehicle registration is good for one semester and vehicles must be re-registered for each semester or summer session. Campus Safety is responsible for parking enforcement. Free parking permits are available for visitors. Contact Campus Safety for information on vehicle registration and vehicle operation on university property.



### **BICYCLES**

Bicycles should be ridden in a safe and courteous manner at all times. Trick riding, towing, riding with a passenger, riding on stairs, in buildings or any other deemed unsafe activity to rider or pedestrian is prohibited. Bicycles should be parked and locked in appropriate bicycle parking racks and not attached to handrails, light poles, sign posts, or parked in locations that will limit or delay pedestrian traffic or emergency exit from a building or area.

It is strongly recommended that bicycles be registered with the university through one of the residence halls. Campus Safety is responsible for monitoring and enforcing bicycle safety. Abandoned or confiscated bicycles that are not claimed after 90 days are disposed according to statutes in state law.

### **BULLETIN BOARDS**

Bulletin board material must be approved and stamped by Student Services prior to posting. Inappropriate bulletin board material will be removed by Student Services personnel.

### **CAMPING**

Students who wish to leave campus for weekend camping trips must submit a request through the regular weekend-leave process. The following guidelines must be verified: specific identification of camping site, approved adult sponsor to accompany mixed-gender groups, and separate sleeping arrangements for each gender. Campus organizations and non-residence hall students are expected to follow these guidelines. Camping on the Biology Trail and White Oak Mountain is prohibited.

### **CELL PHONES AND MOBILE DEVICES**

Cell phones and mobile device must be silenced and off during classes, Convocations, concerts, worship services, in the library, and in designated study areas. Text messaging is inappropriate in public meetings. During testing, use of any electronic device not approved by the professor



is considered cheating. In areas of personal privacy, electronic devices with cameras must be out of sight with the camera off. These areas include but are not limited to restrooms, locker rooms, and showers.

#### **CLASS VISITATION**

Classes at Southern are open to registered students only. Information disseminated in the classroom or other places of learning is the primary product that the university sells; hence, visitors may not enter such gatherings unless they are official guests with legitimate business in a classroom or have the permission of the instructor. Visitors who attend classes may not engage in the discussions unless invited to do so.

#### **CLASSROOM CONDUCT**

Professors and the institution reserve the right to remove students from classes if their behavior threatens the purposes of the class by exceeding the bounds of normal academic freedom. Professors conducting extension classes from other institutions on the Southern campus share the rights spelled out by this policy.

#### **CLERY ACT**

Southern complies with the federal CLERY requirements for reporting and maintaining public record of reported crimes. A daily crime log, monthly crime statistics, an Annual Security Report, and other required safety information is available upon request at Campus Safety.

#### **CLUBS/STUDENT ORGANIZATIONS**

See the *Student Organizations* heading.

#### **COMMUNICABLE DISEASE POLICY**

The university is committed to acting with Christian compassion toward anyone with a communicable disease. Southern is also committed to protecting the members of its community from exposure to commu-



nicable diseases. The university's position is that practicing universal contamination precautions and abstaining from intravenous drug use and from sexual relations outside of marriage are the most effective ways to avoid exposure to communicable diseases. A plan with detailed procedures to accomplish these goals has been officially established and is published in the university's *Policy and Procedures Manual* and is also on file in the office of the vice president for Student Services.

#### **COMMUNICATION**

Students are expected to communicate when contacted by university administrators. A student who refuses to respond may be subject to suspension.

#### **CONVOCATION, VESPERS, CHURCH, AND RESIDENCE HALL WORSHIP**

In order to provide for spiritual fellowship essential to a Christian campus, Southern has a regular program of student attendance at Convocation, church service, Sabbath School, residence hall worship, and vespers.

Convocations serve several purposes including spiritual nurture and cultural enrichment, as well as general information and community fellowship. Convocations are held in the church or Iles P.E. Center each Thursday at 11 a.m. Occasionally, Convocations begin at 10:30 a.m. or are held in the evening. Double credit is given for some special evening programs. Alternate programs at various times and places may also receive approval for Convocation credit.

Students are to attend at least 14 Convocations each semester. Students who fail to attend the required number of Convocations are assessed \$10 per Convocation that they are short of the required number. Students who miss more than five Convocations may be subject to cancellation of registration. Reinstatement will occur only after the above penalty plus a \$25 re-registration fee are paid and arrangements are made to prevent future deficiencies.

Vespers is coordinated through the Chaplain's Office and meets each Friday night at 8 p.m.

Sabbath church services are designed to be the apex of spiritual life at Southern, and attendance is encouraged. The Collegedale Church of Seventh-day Adventists is for Southern students. Residence hall worships are also a part of the spiritual nurturing and fellowship at Southern. Residence hall worships are conducted by residence hall deans. See the *Residential Life Handbook* for details.

#### **CRIME ON CAMPUS**

**Campus Safety, 236.2100, [southern.edu/campusafety](http://southern.edu/campusafety)**

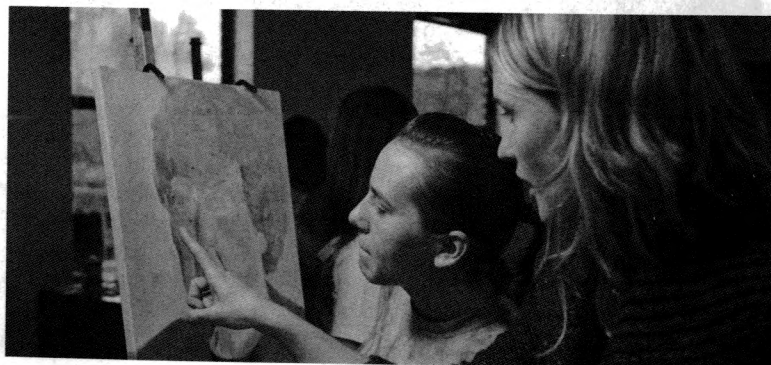
Emergencies and life threatening situations should be reported to 911 immediately. Crimes, criminal type activities, and life safety problems should be reported to Campus Safety. The United States Department of Education and the State of Tennessee, Tennessee Bureau of Investigation, require colleges and universities to process crime statistics on the following: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor violations, drugs, weapons, arson, larceny, and hate crimes. Crime statistics or additional information regarding safety is available at Campus Safety during regular business hours or on Campus Safety's website. Campus Safety is available for assistance and service 24 hours a day, seven days a week.

#### **CROSSWALKS**

Pedestrians crossing the streets on campus should cross at the designated crosswalks. Tennessee law requires drivers to yield the right-of-way to pedestrians in crosswalks. However, no pedestrian shall suddenly leave a curb or another place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield. If the pedestrian does not allow reasonable time and distance for the driver to stop, the driver has the right-of-way.

#### **CURFEW**

Residence hall lobbies are closed at 11 p.m. Sunday-Friday, and at 12:45 a.m. on Saturday. Campus curfew is midnight. The campus is closed between midnight and 5 a.m. During this time, the walking/run-



ning track and the tennis courts may be used for their intended purpose with the provision that a valid university Campus Card be shown if requested by the Campus Safety officer on duty. Loitering on campus after buildings close is prohibited. Residence hall students will be asked to return to their residence. The Student Park closes at sundown unless prior arrangements have been made through Conference Services and Events. Ropes courses and Biology Trails are closed at sundown.

#### **DISABILITY SUPPORT SERVICES (DSS)**

**Lynn Wood Hall, Lower Level, 236.2574, [southern.edu/disabilitysupport](http://southern.edu/disabilitysupport)**

Students with disabilities should contact Disability Support Services (DSS) when they decide to attend Southern. When they arrive on campus, they should visit the office for a confidential discussion of their situation, whether or not they intend to request accommodations. Southern is in compliance with Section 504 of the Rehabilitation Act (1973) and is dedicated to the elimination of architectural and prejudicial barriers that prevent any qualified person from attending. Toward that end, Southern has established the DSS to assist in advocating for reasonable accommodations that help ensure equal access to course content and evaluation. However, the university does not assume responsibility for providing accommodations or special services to students who have not voluntarily (and confidentially) identified themselves as having a qualifying disability or to those who have not provided the DSS with appropriate documentation of their disabilities.

#### **DISCIPLINE**

All major disciplinary procedures are under the direction of the vice president for Student Services. Discipline for minor infractions may be administered by the residence hall deans. The dean of men and dean of women, in consultation with each other, have the authority to suspend students in the event that the vice president for Student Services is not available. A student who may be subject to discipline is counseled by the appropriate residence hall dean and/or vice president for Student Services regarding the student's rights, including voluntary withdrawal from school and possible disciplinary action. If suspension is a possibility, the student will meet with the vice president for Student Services, a dean from each residence hall and/or other appropriate university officials. The decision regarding the appropriate disciplinary action is made and communicated by letter. The student accepts this decision or has the right to appeal to the Discipline Review Committee within 48 hours. The vice president for Student Services has the prerogative to refer any case to the Discipline Review Committee. This committee includes the director of Student Life and Activities, chair, dean of men, dean of women, two faculty selected by University Senate, and one faculty selected by chair from a list of three provided by the student.

Categories of discipline are: residence hall restriction, citizenship probation, suspension, on-campus suspension, withdrawal at the end of the semester, immediate withdrawal, expulsion.



**Residence Hall Restriction** is imposed by the resident hall deans for policy violations. Possible restrictions may include some or all of the following:

1. No late leaves
2. No weekend leaves
3. No late entries
4. No grace period extensions
5. Community service options

**Citizenship Probation** places the student on notice that his/her registration may be interrupted or cancelled. It also carries some or all the following restrictions:

1. One approved weekend leave per month to home
2. Alteration of motor vehicle privileges
3. No late leaves
4. Only one off-campus leave per week; no personal car use; must obtain a ride for this leave via permission from a dean and return to campus by sundown
5. A perfect record of presence for night checks and regular attendance at classes, Convocations, worships, and Sabbath church services
6. Loss of all student leadership positions, including Student Association and religious activities
7. No participation in off-campus public appearances that represent the university, except for class activity
8. Other restrictions deemed appropriate

**Suspension** requires a student to leave campus for a specified period or for the complete term—in which case he/she is dropped as a registered student. A student who has been suspended indefinitely must submit a request for re-admission to the vice president for Student Services. Violations typically leading to suspension are alcohol and drug use, stealing, spending the night unsupervised with a member of the opposite gender, sexual immorality, and repeated violations of university policy.

**On-campus Suspension** allows a student to remain on campus during the suspension, with specific appropriate restrictions.

**Withdrawal** at end of semester or session allows completion of course work for that semester or session if the student's conduct is acceptable for the interim.

**Immediate Withdrawal** includes a student agreeing to move away from the university community; unwillingness to do so may result in formal dismissal.

**Expulsion** means a student will not be eligible for re-admission.



The university discipline process is separate from any criminal procedures. Discipline decisions may rely in part on information received from civil authorities but are not dependent on civil or criminal proceedings.

A student who receives any discipline will receive a letter from the vice president for Student Services or a residence hall dean. This letter is made part of the student's official record and is used as reference in evaluating future behavior and may be used when making future recommendations. Copies are sent to the parents of dependent students and to the residence hall dean, if applicable.

A student who has been administered discipline by the deans of either residence hall may appeal the decision to the vice president for Student Services. The vice president's decision may be appealed to the Discipline Review Committee. The president is the final point in the appeal process.

#### **DISTRIBUTION OF INFORMATION**

Anyone who desires to distribute information via pamphlets or papers on the campus of Southern must receive permission from the Administrative Council through Student Services.

#### **DRESS CODE**

As a Christian educational institution, Southern has established a dress code emphasizing modesty, cleanliness, neatness, and professional appropriateness. Students are to meet the following requirements:

##### **Men**

1. Modest pants worn at the waist with shirts or sweaters
2. Sabbath services (vespers, Sabbath School, church): Suits or sport coats with shirts and ties or turtleneck sweaters
3. Beards and mustaches clean and well groomed
4. Modest recreational apparel



## Women

1. Modest dresses, skirts, or pants with shirts or sweaters
2. Sabbath services (vespers, Sabbath School, church): Modest skirts, dresses, or dress pants with shirts or sweaters
3. Makeup should be natural in appearance
4. Modest recreational apparel, including one-piece swimsuits

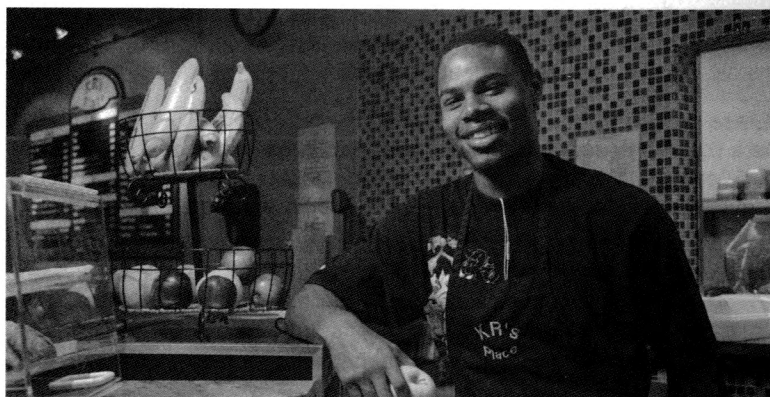
## Men and Women

1. Shorts are not to be worn in classroom buildings or during Convocation programs. Shorts are permitted in the dining hall during suppers and Sunday lunch.
2. Shoes and shirts are required in all non-recreational public places.
3. Hair is to be clean, neat, and without radical styles.

## Specifically prohibited in public are:

1. Sloppiness, tank tops, pajamas/lounge wear, and clothing that is torn, frayed, or with printing that contradicts university standards.
2. Tight fitting and revealing styles, sheer fabrics, low-cut tops, bare midriffs or shoulders, exposed camisoles, miniskirts with or without leggings, and skirts with deep slits.
3. Jewelry including bracelets, necklaces, chains, medallions, earrings, and rings. (Married students may wear wedding bands. Medical alert chains and bracelets are allowed.) Students who wear jewelry may be fined.

Students not compliant with the dress code may be fined and subject to further discipline. Guests at Southern are encouraged to comply with the dress code.



## ENTERTAINMENT

Southern expects students to choose entertainment with discretion and to choose content that is spiritually and morally uplifting, focusing on that which is noble, right, pure, lovely, and admirable.

## FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

Southern is committed to following all the requirements of FERPA. For specific information, contact Records and Advisement or see the *Student Records* heading in the *Undergraduate Catalog*.

## FIRE ALARM

When a fire alarm sounds, everyone in the building must exit and go to the assembly area designated on each building's evacuation signs. Make sure you stay outside the collapse zone of the building. Collapse zone is 1 ½ times the height of the building. The porch is NOT outside of the collapse zone. If the alarm or emergency personnel give other instructions follow those instructions.

## FIRE DRILL

Fire drills are required for all buildings each semester. When an alarm sounds, occupants are to follow the announced procedure promptly. There is a \$200 fine for not evacuating the building.

## FIRE EQUIPMENT

Tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices, or other fire protection equipment will subject the offender to a \$200 fine and discipline. Anyone covering, tampering with, or removing a fire-system device is subject to a fine of \$200 and is responsible for damages. Tampering with fire equipment or violating fire regulations can result in civil and/or criminal charges and arrest.

## FIRE HAZARDS

Candles, candle warmers, touchier lamps, spider lamps, hot plates, toaster oven, toasters, incense, open-flame lamps, or any other item that could caused a fire or smoke-related incident is prohibited inside buildings and use of these items may result in a fine of up to \$200, in addition to charges covering damage caused by smoke or fire. All lamps must be UL (or similarly) listed. Power strips must be grounded (three-pronged plug), have a built-in circuit breaker, be UL approved, and be undamaged. It is recommended that power strips also have built-in surge suppression.

## FIREWORKS AND EXPLOSIVE MATERIALS

Fireworks, explosives, or any mixture of chemicals or substances that can cause fire, smoke, or explosions are prohibited. Violators are subject to fines, discipline, damages costs as a result of smoke, fire, or explosions, and arrest on local, state, and/or federal charges.

## FIREARMS AND OTHER WEAPONS

All city, state, and federal laws and regulations governing firearms and weapons apply on university property. Firearms and guns (including but

not limited to bullet, pellet, BB, and paintball), bows and arrows, blowpipes, knives (or any edged weapon over three inches from bezel to tip), nunchucks, throwing stars, brass knuckles, and any other type of weapon prohibited by law are not allowed on campus. Violators are subject to fines, disciplinary actions, and arrest on local, state, and federal charges.

#### **FUNDRAISING**

Fundraising by student organizations requires approval by the Student Activities Committee. Soliciting an amount exceeding \$500 requires approval by the Fundraising Committee. For further information, contact the director of Student Life and Activities. Approval must be received before any fundraising activities begin. Only organizations with current approval status may request permission to raise funds.

#### **HAZING AND OTHER IRREGULAR ACTIVITIES**

Hazing by organizations or individuals is forbidden. Any student who plans or engages in hazing or commits any act with intent to degrade, embarrass, or injure a fellow student is subject to discipline, including dismissal.

#### **HEALTH SERVICES/CHARGES** **southern.edu/health**

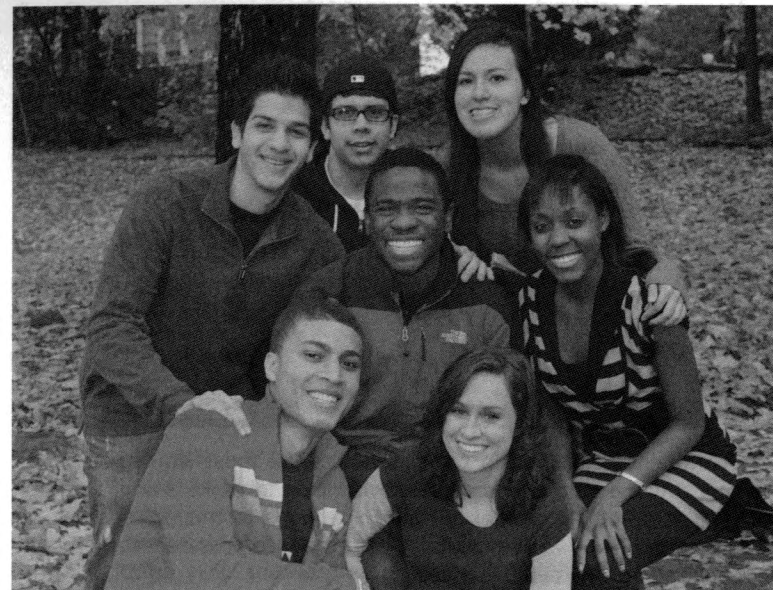
Charges incurred at the University Health Center (UHC) are posted to the student account. The UHC will submit claims for those with Southern's student insurance. The insurance reimbursement is posted on the student's account when it is received. The UHC is unable to process claims for students with private insurance, so students should plan to file their own insurance. A walk-out statement summarizing fees for services provided is available by request.

For after-hours care (evenings, nights, weekends):

1. More information is available at [southern.edu/universityhealth](http://southern.edu/universityhealth).
2. Call Campus Safety, a residence hall dean, or residence hall front desk worker to page the nurse.
3. Call any time for emergencies, such as severe pain, fractures, moderate to severe bleeding, cuts that need suturing, red streaks from an infection, head or facial injury, allergic reactions, asthma attacks, and seizures.
4. During scheduled vacations/summer hours, there is no after-hours nurse. Erlanger East Urgent Care on Gunbarrel Road is open daily from 9 a.m. to 8 p.m.

#### **HORSES**

Due to the damage it causes to the landscape, horseback riding is not allowed on campus.



#### **HOUSING AND RESIDENCE REQUIREMENTS**

The total social and educational program at Southern is based on the premise that this is a residential university, not a commuter institution.

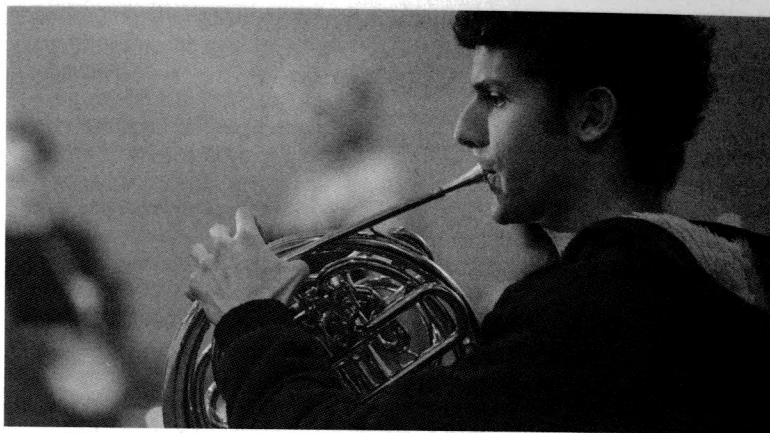
Single students under the age of 23 enrolled for more than three semester hours, and who do not live with their parents or legal guardians, must live in the residence halls. Exceptions are made for students who have completed a bachelor's degree or a total of 124 credit hours.

In order to live elsewhere, a student must present a written request to the Housing Exceptions Subcommittee through Student Services. Such a request must include parental approval, specifics regarding residence requested, and the reasons an exception to the policy is being requested. Students under the age of 22 who are not scheduled to graduate at the end of the academic year should not expect their request to be approved. Requests will not be considered if a student is on citizenship probation.

Students who do not abide by the residence requirements will have their registration cancelled. When a student has been given special permission to live off campus, no change in residence may be made without the permission of the Housing Exceptions Subcommittee.

All first-year and new transfer students must reside in the residence hall or with their parents during SmartStart even though they may be taking three credit hours or less.

Except for student families and university-approved situations, Southern students of any age may only live with individuals of their same gender.



A student who lives in the residence hall must be registered in classes. Anyone who drops classes will need to make living arrangements outside of the residence hall. Exceptions to this policy must be cleared through the residence hall dean, the vice president for Student Services, and Enrollment Services.

Student family housing is available through Financial Administration. Only currently enrolled students may live in student housing.

#### **HOUSING AGE REQUIREMENTS**

The residence halls are designed for currently enrolled undergraduate students under 24 years of age. Those who are 24 to 29 years of age may live in the residence halls if space permits, but only after all students under the age of 24 are placed.

#### **IMMUNIZATION REQUIREMENTS**

- **PPD (TB) Skin Test**—Must be done within the last 6 months. If positive, must attach a copy of a chest X-ray done within the last 5 years
- **Two MMRs** (Measles, Mumps, and Rubella)—After 12 months of age for students born after 1956 or attach lab copies of titers showing immunity for all three diseases
- **Hepatitis B** (Series of 3)—Students must sign to acknowledge having received a fact sheet and choose either to be vaccinated or sign a waiver.
- **Meningococcal Meningitis**—Students must sign to acknowledge having received a fact sheet and choose either to be vaccinated or sign a waiver.
- **Two Varicella** (chickenpox)—For students born after 1980 or attach history of illness diagnosed by a health care provider on documentation of blood test showing immunity to Varicella.

Proof of vaccinations must be provided by submitting a copy of an official immunization record or a form by a medical provider verifying the immunization dates.

#### **LIBRARY**

**236.2788, [southern.edu/library](http://southern.edu/library)**

McKee Library policies are available both in the library and online. Consideration is expected for the library facility, resources, other patrons, and library staff.

#### **LOCKDOWN**

If there is an imminent threat to student or employee safety, the university may lockdown the campus or portions of it. If a lockdown is announced, get into or stay in a lockable room. Stay away from windows and doors. Once the door is locked, do not open it for anyone. Wait for the all clear from emergency personnel or the alarm system.

#### **LOST AND FOUND**

**236.2100, [southern.edu/campussafety](http://southern.edu/campussafety)**

Campus Safety maintains a lost-and-found system for cataloging, storing, and disposing of items found on campus. To search online for a missing item, visit [southern.edu/campussafety](http://southern.edu/campussafety), click services, click "Lost and Found," and follow instructions.

To claim or report a missing item, visit Campus Safety at 5061 Industrial Drive during business hours, or call 423.236.2100. Be prepared to provide detailed information and identification when claiming an item.

Campus Safety holds items for 182 days before disposing of them in accordance with Tennessee law.

#### **MEDIA TECHNOLOGY**

Because media technology has the potential to hinder learning and motivation, Southern has established policies and practices regarding its use.

Students are expected to choose media content by applying Biblical standards; what is true, honest, just, pure, and brings honor to God and His creation.

Student choices that have a negative impact on their own or another student's grades and/or spirituality may result in fines and/or confiscation of equipment. Media use should not disturb neighboring rooms in residence halls or cause a distraction in common areas on campus. A television viewing room is available in each residence hall. Residence hall deans are responsible for programming these sets. In addition, two large screens are located in the student center under the supervision of the Student Life and Activities director.

Students are expected to honor provisions in the Acceptable Use Policy, which they signed through Information Systems when receiving a [southern.edu](mailto:southern.edu) email account and access to the Southern network. Viola-



tions of these standards may result in university disciplinary action and criminal charges through the courts.

### **MEDICAL EMERGENCIES ON CAMPUS**

#### **236.2100 or 911**

Medical emergencies and life threatening situations should be reported to 911 and Campus Safety immediately. Call Campus Safety and they will call 911 and send a Campus Safety officer to assist you. Stay on the line until the operator informs you to hang up. The operator will ask the following types of questions: what is the emergency, condition and age of person, location of person, is medical help currently being performed on person, is there a person who can meet the emergency responders to provide direction to location of person.

Nonemergency medical assistance is available by contacting the University Health Center or Campus Safety. Students in campus housing may contact an RA or dean for assistance (Talge Hall, 236.2994, Thatcher Hall, 236.2904, Thatcher South, 236.2910).

### **MEDICAL LEAVE OF ABSENCE/WITHDRAWAL**

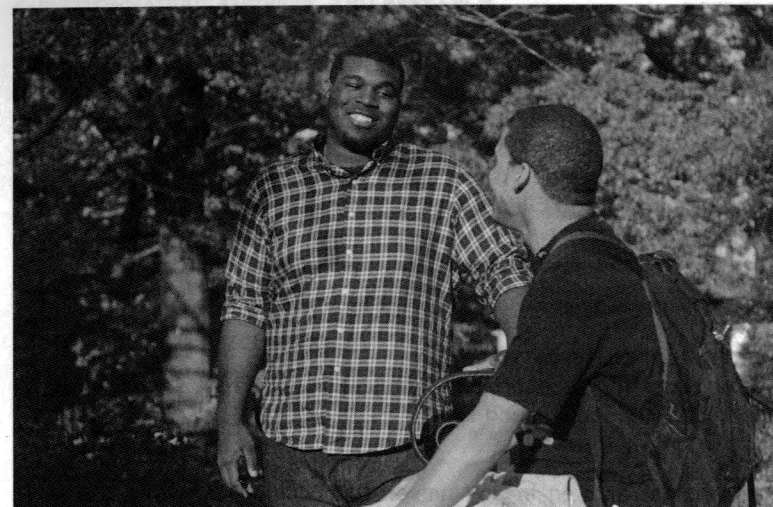
The university will implement a medical leave of absence or medical withdrawal for a student whose physical or psychological condition prevents acceptable performance either academically or socially. The vice president for Student Services or the associate vice president for Academic Administration will make this decision in consultation with an appropriate medical and/or psychological professional and, if applicable, the residence hall deans. A student may also request a medical leave or withdrawal from either of the above administrators. Students should contact Enrollment Services for information regarding the effect this will have on financial aid.

### **MINOR STUDENTS**

Students under the age of 18 are subject to specific regulations appropriate to their age in relationship to the university. If they do not live with their parents or legal guardians as commuting students, all minor students must reside in one of the residence halls. A parent or legal guardian must sign all release forms for the university, University Health Center, and the residence halls. Signatures may be sent by fax with the initial application but must be followed with the actual signed document. Prior to a student's departure on university-sponsored trips off campus, a parent or guardian must sign the release form specific to the event or activity. Minor students must follow all requirements specified in the *Residential Life Handbook* pertaining to their age including curfew, late leaves, overnight leaves, employment, and automobiles. A student under the age of 16 must reside with his or her parents.

### **MOVIES/VIDEOS/DVDS**

The Film Subcommittee must approve in advance any feature-length films to be shown on campus or during any university-related function. Current copyright laws prohibit universities and suborganizations from



publicly showing movies that are intended for private use. Requests for the showing of films should be directed to the chair of the Film Subcommittee.

Academic departments/schools and residence halls may approve films for specific non-academic use. In such cases the chair/dean plus one or more additional departmental faculty must participate in the approval process. Prior to the approval process, the department/school must contact the chair of the Film Subcommittee, who will provide film approval criteria.

### **MUSIC STANDARDS**

Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment and personal relationship with God. To assist with the responsibility, a screening committee is appointed by the University Senate each year to screen student programs before they are presented. Student groups should contact the chair of the Screening Committee two weeks before their scheduled performance so that the committee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program.

### **NONDISCRIMINATION**

In compliance with all applicable federal and state regulations, the university does not discriminate on the basis of race, color, gender, ethnic or national origin, disability, or age.

## PARENTS

Student Services is committed to facilitating appropriate communication with parents. At the beginning of each regular semester, parents may participate in scheduled meetings with administrators. The university publishes *Panorama*, a parent newsletter, four times a year. Parents Weekend takes place in the winter of odd-numbered years. Any communication with parents takes place in the context of specified legal mandates including FERPA (see the *Student Records* section of the *Undergraduate Catalog*).

## PARKING

See the *Automobiles and Motorcycles* heading.

## PERSONAL IDENTIFICATION

Students are to present proper identification when requested to do so by administrators, faculty, and staff.

## PETS

Pets are not allowed in any university buildings, including residence halls and student family housing. Students living on campus are fined \$200 if pets, excluding fish, are found in their rooms or apartments.

## PROTECTION OF PERSONAL PROPERTY

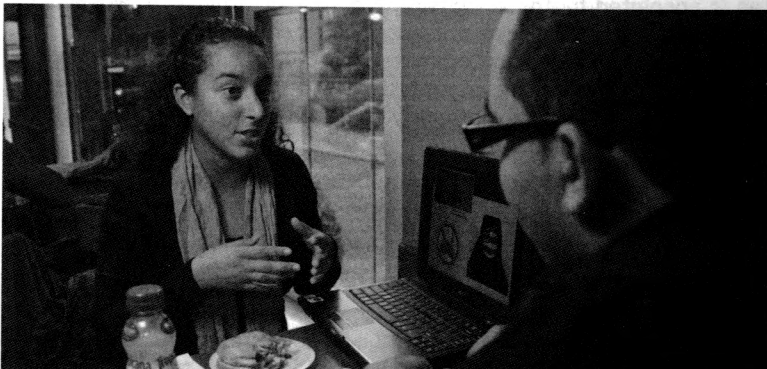
Students should lock their rooms or apartments, vehicles, and bicycles and store and lock personal items in an appropriate place. Keep a list of all valuable property, including serial numbers. A Valuable Property form can be picked up at Campus Safety or the residence halls.

Missing items should be reported to Campus Safety, with a description and serial number if applicable. Southern is not responsible for damaged, stolen, or missing personal property.

Insurance is available for covering loss or damage of your items. See a residence hall dean for more information.

## PUBLIC DISPLAY OF AFFECTION

Students are expected to conduct themselves with discretion and in a manner that will not embarrass other people.



## QUESTIONNAIRES, SURVEYS, AND RESEARCH

Proposed student research must undergo a review process prior to research activity. This includes questionnaires or surveys by student organizations as well as research for class assignments. Further information and the required approval forms may be obtained from the vice president for Academic Administration or vice president for Student Services.

## RECORDING

The use of electronic devices as a tool for learning is highly encouraged as long as permission has been granted by those being recorded prior to recording. If the content is to be broadcast or published, documented consent must be secured from the instructor.

## RECREATIONAL VEHICLES (RVs)

Use of recreational vehicles on campus is restricted to designated areas. Arrangements for reservations and required permits may be made by calling Campus Safety at 236.2100.

## REGISTRATION

Students register for classes online at [southern.edu/register](http://southern.edu/register). Help with academic questions is available by calling 423.236.2899; for technical support, call 888.309.2471. Students must register for course work no later than the second week of the semester.

## RESIDENCE HALL EVICTION

Residence hall housing is designed for currently enrolled undergraduate students under 24 years of age. A student must vacate Southern housing when registered for fewer than 6 credit hours during the first or second semester. A dean will provide notification in writing that the student will have 48 hours to vacate the residence hall. This policy also applies during summer terms if a student does not retain his/her accepted status. If the student does not vacate housing within the allotted time, his/her personal belongings are placed in storage and the student will forfeit all refundable housing deposits and fees. Any exceptions must be arranged through the deans with Student Services and with the approval of Enrollment Services.

## RESIDENCE HALL ROOM RESERVATIONS

A student may confirm a room reservation after being accepted by Southern and paying the \$250 Commitment/Housing deposit. The deposit is due June 1 and is held in reserve until the student graduates and/or permanently moves out of the residence hall. Refunds are not made until after 30 days of residency and all residence hall obligations have been satisfactorily cared for, such as assuring that the room is left clean and undamaged. University policy provides residence hall living space for students 24 and older only if space is available. Currently, students up to age 24 may reserve a residence hall room.

## ROOFS

Any individual who is on the roof of a university building without authorization will be fined \$200. This constitutes trespassing and can also result in civil charges.

## SABBATH OBSERVANCE

The Sabbath is God's time for people to meet with Him in an atmosphere free from non-spiritual distractions. To facilitate this, the university gives primary attention to worship, rest, Christian fellowship, and service from Friday sundown until Saturday sundown. During these hours students are expected to refrain from secular activities including secular entertainment, secular music, shopping, sports, school studies, work, and other similar activities.

## SELLING

Sales people and buyers are not allowed to solicit on Southern's general campus, including the student center. Exceptions to this policy for the residence halls must be approved by the head dean in consultation with the vice president for Student Services.

## SEVERE WEATHER

If the outdoor tornado siren or indoor warning systems sound, seek shelter immediately—severe weather is imminent. Follow the instructions of the announcement or emergency personnel. Familiarize yourself with shelter locations in the buildings you use.



## SEXUAL ASSAULT AND HARASSMENT

Southern offers support for any student subject to sexual assault harassment. Assault is a crime and should be reported to one or more of the following immediately:

1. Local law enforcement, 911
2. Campus Safety, 236.2100
3. Residence hall deans

If you are a victim of sexual assault:

1. Go to a safe place.
2. Report the assault to local law enforcement, Campus Safety, or residence hall deans.
3. Do not shower or change clothing, as this may destroy vital evidence.
4. Call a close friend who can come to your location and offer you support.

The following university and local resources are available:

1. Campus Safety, 236.2100
2. University Health Services, 236.2713
3. Counseling and Testing Services, 236.2782
4. Chaplain's Office, 236.2786
5. Director of Student Life and Activities, 236.2484
6. Sexual Assault Crisis Center, 755.2700

## SKATEBOARDING AND SKATING

Roller skating, inline skating, skate boarding, and longboarding have a risk of injury or damage. Consequently, the rider performs this activity at his or her own risk. The university assumes no liability or responsibility for injuries received while riding on university property. Administrative sanctions and/or disciplinary action may be taken toward a person who violates or disregards this policy.

Riders are to abide by the following:

1. Wearing a helmet is required. Wrist guards, elbow pads, and knee pads are recommended.
2. No riding on the Promenade.
3. Provide right of way to pedestrians.
4. Stop at all pedestrian roadways crossings, check for cross traffic, and proceed with crossing only when it is safe to do so.
5. No riding on roads, driveways, parking lots, the running/walking track, or in areas where vehicles are normally driven and operated.
6. No riding inside buildings.
7. No riding, jumping, or sliding on stairs, railings, curb edges, benches, walls, or trick riding.
8. No hanging onto or being pulled by any moving motorized or pedaled vehicle.



## STANDARDS OF BEHAVIOR

Students are expected to establish a Christian lifestyle that fosters maximum spiritual, mental, physical, and social growth. Such a lifestyle will include engaging in prayer, Bible study, and Christian-service activities; practicing good study habits; selecting a balanced and nutritious diet and scheduling adequate periods of rest; participating in wholesome recreational and leisure-time activities; and relating responsibly and respectfully to other persons. Behaviors that do not promote such a lifestyle and are expressly forbidden include the use of alcoholic beverages, tobacco, and illicit drugs; gambling; dancing; improper sexual behavior, including homosexual behavior; and attendance at entertainments that are spiritually or morally destructive. It is inappropriate for students of the opposite gender who are not married to each other to spend the night together. Students who engage in such behavior will be subject to discipline.

## STUDENT INSURANCE

Wright Hall, 2nd Floor, 236.2566, [southern.edu/risk](http://southern.edu/risk)

- **Health Insurance**—The university requires all students to have adequate accident and health insurance covering both inpatient and outpatient services. The same coverage is encouraged for spouses and dependents. All students must submit the Student Insurance Information form at the beginning of each school year. Students taking six or more credit hours (three or more credit hours during any summer session), or living in university housing, are automatically enrolled in the university health and accident plan at the time of registration. Students will continue to be enrolled each successive fall semester unless a waiver is completed along with proof of other insurance. Students who have signed a waiver form may later request enrollment at any time. A refund of the premium is allowed only upon entry into the military services or by providing evidence of other insurance prior to midterm.
- **Injury Insurance**—Injury insurance is included in your school fees and is automatically given to students taking six credit hours or more. This coverage is for students who are accidentally injured on campus or on a school-sponsored trip. You will receive your insurance card in the mail. Medical facilities should bill this insurance as your primary insurance. It will pay 80 percent up to \$2,500 of the costs involved in medical help following an injury.

## STUDENT ORGANIZATIONS

More than 50 academic and special-interest organizations are approved each school year. Each organization must file a Student Organization Registration Form listing the organization's purpose, officers, and faculty adviser(s) with the Student Life and Activities office. The Student Activities Committee reviews student organizations for formal university recognition. Only approved organizations may function on campus.

## STUDENT ORGANIZATION OFFICERS

Minimum qualifications for holding office in any student organization and university committees are:

1. Be a current student.
2. Maintain a minimum cumulative grade point average of 2.00.
3. Maintain a record of good citizenship.

In addition, to run for or hold any Student Association office, including SASAU Senate, or to be appointed by the Student Media Board to be director or editor, a student must have and maintain:

1. Student Association membership during current and at least one previous semester.
2. A cumulative GPA of 2.5 or a 2.75 GPA for the previous semester with a minimum cumulative average of 2.25.
3. Residence within 30 miles of Collegedale while holding office.

## STUDENT RECORDS

Records pertaining to student life are maintained in the Student Services office. Documents of a general nature and of discipline resulting in a fine or citizenship probation are kept for a minimum of four years from the date a student last attended Southern. Documents of discipline resulting in suspension are kept for seven years from the date a student last attended Southern. In certain cases, such as official banning from campus, documents are kept indefinitely. Copies of relevant letters from other departments are kept for four years.

## SUICIDE/SELF-HARM

Any student who attempts suicide, displays behavior that could lead to such an act, or demonstrates a tendency toward self-harm will be placed on an open-ended medical leave of absence. Continuation as a student will occur only after the student has presented documentation of an approved therapy program, applicable releases, and a written commitment to avoid harmful behavior.

## TELEVISIONS

A television viewing room is available in each residence hall. Programming on the sets in these rooms is under the direction of the residence hall deans. There are also 2 television sets located in the student center, under the supervision of the director of Student Life and Activities.

## THEFT

Protection against theft is a serious challenge for an institution in which hundreds of people reside close to each other in a relatively open manner. Students should always take precautions to protect their personal belongings. The act of individuals taking any item they do not own without permission is regarded as theft. Students who are involved in theft are subject to prosecution and suspension or dismissal.

## TITLE IX

In compliance with Title IX of the U.S. Higher Education Amendments (1972) Southern does not discriminate on the basis of gender. The director of Student Life and Activities, in Student Services is the Title IX officer. Student grievances under the Title IX should be presented to the director of Student Life and Activities, who will either resolve the grievance or present it to the Student Services Committee for resolution. The director of Human Resources is the designated Title IX officer for non-student employees.

## TOBACCO

Although tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. It is Southern's policy to remain a safe and healthful environment. Possession, use, or distribution of tobacco products by Southern students is strictly prohibited. Violation is grounds for disciplinary action up to and including dismissal.

## TUITION REFUND

A student who withdraws from school during the semester will receive a tuition and fees refund based on the date the completed withdrawal form with all returned signatures is filed with Records and Advisement. See the *Undergraduate Catalog* for percentage details.

## USER ACCOUNT/EMAIL

See the *Email/User Account* heading in the Services section.

## VEHICLE SALES

Only university-owned vehicles are permitted to be left on campus, including at Fleming Plaza, for the purpose of advertising for sale.

## WEAPONS

See the *Firearms and Other Weapons* heading.

## Campus Websites

2011-2012

### ADMINISTRATION

[southern.edu/advancement](http://southern.edu/advancement)  
[southern.edu/alumni](http://southern.edu/alumni)  
[southern.edu/conferenceservices](http://southern.edu/conferenceservices)  
[southern.edu/give](http://southern.edu/give)  
[southern.edu/marketing](http://southern.edu/marketing)  
[southern.edu/marketresearch](http://southern.edu/marketresearch)  
[southern.edu/president](http://southern.edu/president)  
[southern.edu/records](http://southern.edu/records)  
[southern.edu/research](http://southern.edu/research)  
[southern.edu/risk](http://southern.edu/risk)

### ACADEMICS

[southern.edu/archaeology](http://southern.edu/archaeology)  
[southern.edu/art](http://southern.edu/art)  
[southern.edu/biology](http://southern.edu/biology)  
[southern.edu/business](http://southern.edu/business)  
[southern.edu/chemistry](http://southern.edu/chemistry)  
[southern.edu/computing](http://southern.edu/computing)  
[southern.edu/edpsych](http://southern.edu/edpsych)  
[southern.edu/english](http://southern.edu/english)  
[southern.edu/fye](http://southern.edu/fye)  
[southern.edu/graduatestudies](http://southern.edu/graduatestudies)  
[southern.edu/history](http://southern.edu/history)  
[southern.edu/journalism](http://southern.edu/journalism)  
[southern.edu/library](http://southern.edu/library)  
[southern.edu/math](http://southern.edu/math)  
[southern.edu/modernlanguages](http://southern.edu/modernlanguages)  
[southern.edu/music](http://southern.edu/music)  
[southern.edu/nursing](http://southern.edu/nursing)  
[southern.edu/online](http://southern.edu/online)  
[southern.edu/pe](http://southern.edu/pe)  
[southern.edu/physics](http://southern.edu/physics)  
[southern.edu/religion](http://southern.edu/religion)  
[southern.edu/socialwork](http://southern.edu/socialwork)  
[southern.edu/southernsscholars](http://southern.edu/southernsscholars)  
[southern.edu/technology](http://southern.edu/technology)  
[southern.edu/writingcenter](http://southern.edu/writingcenter)

### SERVICES

[southern.edu/access](http://southern.edu/access)  
[southern.edu/activities](http://southern.edu/activities)  
[southern.edu/audiovisual](http://southern.edu/audiovisual)  
[southern.edu/blogs](http://southern.edu/blogs)  
[southern.edu/campusafety](http://southern.edu/campusafety)  
[southern.edu/campustalk](http://southern.edu/campustalk)  
[saucampusshop.com](http://saucampusshop.com)  
[southern.edu/careers](http://southern.edu/careers)  
[southern.edu/chaplain](http://southern.edu/chaplain)  
[southern.edu/church](http://southern.edu/church)  
[southern.edu/counseling](http://southern.edu/counseling)  
[southern.edu/disabilitysupport](http://southern.edu/disabilitysupport)  
[southern.edu/enrollment](http://southern.edu/enrollment)  
[southern.edu/erc](http://southern.edu/erc)  
[southern.edu/finances](http://southern.edu/finances)  
[southern.edu/food](http://southern.edu/food)  
[southern.edu/hr](http://southern.edu/hr)  
[southern.edu/international](http://southern.edu/international)  
[southern.edu/intramurals](http://southern.edu/intramurals)  
[southern.edu/is](http://southern.edu/is)  
[southern.edu/learningsupport](http://southern.edu/learningsupport)  
[southern.edu/notify](http://southern.edu/notify)  
[southern.edu/parent](http://southern.edu/parent)  
[southern.edu/register](http://southern.edu/register)  
[southern.edu/studentmissions](http://southern.edu/studentmissions)  
[southern.edu/successcenter](http://southern.edu/successcenter)  
[southern.edu/talge](http://southern.edu/talge)  
[southern.edu/thatcher](http://southern.edu/thatcher)  
[southern.edu/tmc](http://southern.edu/tmc)  
[southern.edu/transportation](http://southern.edu/transportation)  
[southern.edu/universityhealth](http://southern.edu/universityhealth)  
[southern.edu/vespers](http://southern.edu/vespers)  
[villagemarketcollegedale.com](http://villagemarketcollegedale.com)  
[southern.edu/wehaul](http://southern.edu/wehaul)  
[southern.edu/wellness](http://southern.edu/wellness)  
[southern.edu/wsmc](http://southern.edu/wsmc)

### STUDENT ASSOCIATION

[accent.southern.edu](http://accent.southern.edu)  
[southern.edu/sa](http://southern.edu/sa)  
[southernserves.com](http://southernserves.com)





Power for Mind & Soul

